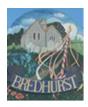
BREDHURST PARISH COUNCIL

GENERAL RISK ASSESSMENT



Adopted: July 2023 Reviewed: May 2024

Introduction

This risk assessment has been carried out on behalf of Bredhurst Parish Council, by Helen Elstone, having undertaken the CIEH Level 2 Principles of Risk Assessment and CIEH Level 3 Risk Assessment Principles and Practice courses.

The Council employs one part-time clerk, who is home based.

This Risk Assessment is in recognition that the risk assessment governing the day-to-day operations of the council.

What is a Risk Assessment?

A risk assessment should identify potential:

- Accidents an incident that happens unexpectedly and unintentionally, typically resulting in damage or injury, resulting in a cost in terms of lost work hours, compensation etc.
- Hazards something that may cause harm to persons, premises or equipment e.g. chemicals, electricity, working from ladders, noise etc.
- Risks the likelihood that the hazard will happen and the consequences of this.

By carrying out a risk assessment control measures to reduce either the probability of the accident happening or the severity of the outcome, and where possible both, can be identified and implemented.

Control measures include:

- Prevention removing the hazard by elimination, replacement with alternative, isolation from the hazard.
- Engineering introduction of adaptations and preventative measures, inspection regimes.
- Policy and Procedure Controls reduction of exposure, introduction of safe systems of work and emergency procedures, regular workplace inspections.

How the Risk Assessment was carried out

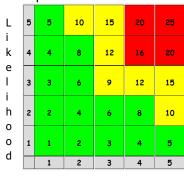
The HSE Five Steps to Risk Assessment sets out the basic principles involved with carrying out a Risk Assessment:

- 1. Identify the hazards.
- (1) http://www.legislation.gov.uk/ukpga/1974/37/section/2
- (2) http://www.legislation.gov.uk/uksi/1999/3242/regulation/3/made

- 2. Decide who can be harmed.
- 3. Evaluate the risk.
- 4. Record significant findings.
- 5. Review

It is these principles which have been used in the preparation of the following Risk Assessment.

The system of risk rating used within this Assessment is calculated by multiplying the likelihood of the accident/injury by the severity of the injury/number of persons affected.



Likelihood (of accident/injury)

- 1 Negligible
- 2 Possible
- 3 Likely Occurrence
- 1 Occasional
- 5 Imminent Danger

Severity of Injury/Number of Persons Affected

- 1 Minor Injury or illness/first aid only/slight loss/work restriction
- 2 Reportable injury/temporary incapacity/moderate loss
- 3 Major injury/long term sickness/serious loss
- 4 Major injury/long term sickness/serious loss/multiple casualties
- 5 Fatality

Severity

These ratings in turn identify the action required, being:

- Low no further action required;
- Medium Reduce risk further if possible monitor accidents/health records and act accordingly.
- High Unacceptable risk requiring immediate action to remove/reduce risk to an acceptable level.

The Council has formal policies in relation to all aspects of its governance.

On checking the records held there are no significant accidents recorded, therefore the incidents identified are not based upon reality.

Whilst writing this report it should be noted that failure to recognise legal obligations, by employers and employees, can result in enforcement action being carried out by the Health and Safety Executive. This enforcement ensures that all parties:

- deal immediately with serious risks;
- · comply with the law; and
- are held to account if they fail in their responsibilities (3)

Following an enforcement proceeding the HSE has the power to issue:

- A prohibition notice which tells the duty holder (employer or employee) to stop an activity immediately; or
- An improvement notice which specifies any remedial action and gives the duty holder a date by which they must complete the action.

Failure to comply can result in prosecution and the implementation of a penalty by the courts.

- (1) http://www.legislation.gov.uk/ukpga/1974/37/section/2
- (2) http://www.legislation.gov.uk/uksi/1999/3242/regulation/3/made
- (3) http://www.hse.gov.uk/enforce/what.htm

Risk Assessment

This assessment of risk has been undertaken to identify measures needed to comply with the Management of Health and Safety and Work Regulations 1999 and the following health and safety legislation:

- Health and Safety at Work Act 1974
- Manual Handling Operations Regulations 1992
- Working at Height Regulations 2005
- Regulatory Reform (Fire Safety) Order 2005

1	1. FINANCE				
Ref	Risk	Risk Level	Control, safeguards and recommendations		
1.1	Loss of cash through theft or fraud	Low	2 signatories to authorise all online banking transactions. Monthly bank reconciliation performed by the clerk and presented to full council.		
	Iraud		Internal audit bi-annual checks.		
			Invoices issued for all hall bookings and identified by a unique booking reference.		
			Any cheques or cash received to be banked within 4 working days.		
			Insurance cover in place for fraud and dishonesty to £150,000		
1.2	Risk of loss of income	Low	Insurance cover in place for business interruption to £10,000		
			Quarterly income monitoring carried out		
1.3	Risk of improper use of	Low	Clerk trained in powers of local councils, including S137.		
	funds granted to local		Approval of expenditure approved and minuted at full council.		
	community bodies				
1.4	Failure to meet statutory	Low	Regular returns of VAT made and checked by independent internal auditor.		
	obligations – VAT, HMRC		Monthly HMRC returns submitted in relation to Clerk's salary.		
1.5	Poor management of	Low	Annual review of Financial Regulations carried out by full council.		
	finances		Budget set and agreed annually.		
			Annual application for precept agreed and submitted to MBC.		
			Quarterly budget monitoring reported to full council.		
			Special projects/event expenses monitored separately and reported to full council.		
			Control, safeguards and recommendations.		
1.6	Contracts awarded due to	Low	All contracts issued in line with Standing Orders and Financial Regulations.		
	influence on councillors		Job specifications and tenders approved at full council.		
			Contracts issued on an annual basis.		
1.7	Protection of records	Low	Regular back up of computer to a hard drive.		

2	2. INSURANCE				
Ref	Risk	Risk Level	Control, safeguards and recommendations		
2.1	Inadequate insurance cover.	Low	Annual review of insurance cover undertaken by clerk and reported to full council.		
	Risk to property and		Annual review of asset register.		
	individuals		Policy updated as necessary.		
			Public and Employers Liability in place.		
3	. BUILDINGS AND AMENITIES	,			
3.1	Protection of physical assets	Low	Gates, fences, street furniture and play equipment insured.		
			Contents insurance in place.		
			Annual safety inspection on playground equipment carried out by qualified contractor.		
			Monthly safety inspections carried out.		
4	. RISK ASSESSMENT AND DO	CUMENT MANAG	SEMENT STATE OF THE PROPERTY O		
4.1	Lack of Risk Assessment	Low	Annual review of risk assessment undertaken.		
	leading to claims against				
	council and poor				
	management				
4.2	Poor document	Low	Proper, timely and accurate reporting of council business in minutes.		
	management leading to		Annual internal audit of all statutory requirements and procedures.		
	possibility of		Financial records maintained in accordance with statutory regulations.		
	mismanagement		Council registered with the ICO.		
			Council computer kept secure with Norton Security.		
5	. COUNCILLOR PROPIETY ANI	COUNCIL REPU	TATION		
5.1	Unprofessional actions of	Low	Register of Interest completed by councillors and kept up to date. Copy held by MBC along with		
	councillors and parish		clerk.		
	brought into disrepute		Declaration of interests made by councillors at start of full council meeting.		
			Councillors undertake code of conduct training.		

This risk assessment is based on the current working practices.